



# TORQ Analysis of Production, Planning, and Expediting Clerks to Procurement Clerks

## INPUT SECTION:

Transfer	Title	O* NET	Filters		
From Title:	Production, Planning, and Expediting Clerks	43-5061.00	Abilities:	Importance Level: 50	Weight: 1
To Title:	Procurement Clerks	43-3061.00	Skills:	Importance Level: 69	Weight: 1
Labor Market Area:	Maine Statewide		Knowledge:	Importance Level: 69	Weight: 1

## OUTPUT SECTION:

Grand TORQ:

93

Ability TORQ		Skills TORQ		Knowledge TORQ	
Level	96	Level	92	Level	90

Gaps To Narrow if Possible				Upgrade These Skills				Knowledge to Add			
Ability	Level	Gap	Impt	Skill	Level	Gap	Impt	Knowledge	Level	Gap	Impt
Near Vision	59	9	68	Time Management	69	16	86	Clerical	71	5	75
Oral Comprehension	60	5	81	Critical Thinking	68	9	74	Customer and Personal Service	60	2	71
Information Ordering	48	4	72	Monitoring	70	9	70				
Mathematical Reasoning	37	5	53	Writing	64	5	74				
Oral Expression	55	2	81	Active Listening	67	2	79				
Written Comprehension	53	2	78	Reading Comprehension	66	1	82				
Deductive Reasoning	50	2	72	Speaking	63	1	81				

LEVEL and IMPT (IMPORTANCE) refer to the Target Procurement Clerks. GAP refers to level difference between Production, Planning, and Expediting Clerks and Procurement Clerks.

## ASK ANALYSIS

### Ability Level Comparison - Abilities with importance scores over 50

Description	Production, Planning, and Expediting Clerks	Procurement Clerks	Importance
Oral Comprehension	55	60	81
Oral Expression	53	55	81



Written Comprehension	51	53	78
Written Expression	50	48	72
Problem Sensitivity	46	46	72
Deductive Reasoning	48	50	72
Information Ordering	44	48	72
Speech Clarity	44	41	72
Near Vision	50	59	68
Inductive Reasoning	44	44	62
Speech Recognition	44	42	62
Mathematical Reasoning	32	37	53

## Skill Level Comparison - Abilities with importance scores over 69

Description	Production, Planning, and Expediting Clerks	Procurement Clerks	Importance
Time Management	53	69	86
Reading Comprehension	65	66	82
Speaking	62	63	81
Active Listening	65	67	79
Writing	59	64	74
Critical Thinking	59	68	74
Monitoring	61	70	70

## Knowledge Level Comparison - Knowledge with importance scores over 69

Description	Production, Planning, and Expediting Clerks	Procurement Clerks	Importance
Clerical	66	71	75
Customer and Personal Service	58	60	71

## Experience &amp; Education Comparison

Related Work Experience Comparison			Required Education Level Comparison		
Description	Production, Planning, and Expediting Clerks	Procurement Clerks	Description	Production, Planning, and Expediting Clerks	Procurement Clerks



			Clerks		
10+ years	5%	0%	Doctoral	0%	0%
8-10 years	0%	0%	Professional Degree	0%	0%
6-8 years	4%	0%	Post-Masters Cert	0%	0%
4-6 years	21%	8%	Master's Degree	4%	0%
2-4 years	19%	26%	Post-Bachelor Cert	0%	0%
1-2 years	9%	52%	Bachelors	12%	12%
6-12 months	34%	6%	AA or Equiv	20%	15%
3-6 months	1%	3%	Some College	10%	11%
1-3 months	1%	0%	Post-Secondary Certificate	7%	27%
0-1 month	0%	2%	High School Diploma or GED	44%	33%
None	2%	0%	No HSD or GED	0%	0%

## Production, Planning, and Expediting Clerks

## Procurement Clerks

## Most Common Educational/Training Requirement:

Short-term on-the-job training

Short-term on-the-job training

## Job Zone Comparison

## 2 - Job Zone Two: Some Preparation Needed

Some previous work-related skill, knowledge, or experience may be helpful in these occupations, but usually is not needed. For example, a teller might benefit from experience working directly with the public, but an inexperienced person could still learn to be a teller with little difficulty.

These occupations usually require a high school diploma and may require some vocational training or job-related course work. In some cases, an associate's or bachelor's degree could be needed.

Employees in these occupations need anywhere from a few months to one year of working with experienced employees.

## 3 - Job Zone Three: Medium Preparation Needed

Previous work-related skill, knowledge, or experience is required for these occupations. For example, an electrician must have completed three or four years of apprenticeship or several years of vocational training, and often must have passed a licensing exam, in order to perform the job.

Most occupations in this zone require training in vocational schools, related on-the-job experience, or an associate's degree. Some may require a bachelor's degree.

Employees in these occupations usually need one or two years of training involving both on-the-job experience and informal training with experienced workers.

## Tasks

## Production, Planning, and Expediting Clerks

## Core Tasks

## Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Organizing, Planning, and Prioritizing Work - Developing specific goals and plans to prioritize, organize, and accomplish your work.
- Monitor Processes, Materials, or Surroundings - Monitoring and reviewing

## Procurement Clerks

## Core Tasks

## Generalized Work Activities:

- Getting Information - Observing, receiving, and otherwise obtaining information from all relevant sources.
- Interacting With Computers - Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information.
- Establishing and Maintaining Interpersonal Relationships - Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Communicating with Supervisors, Peers, or Subordinates - Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.
- Processing Information - Compiling,



information from materials, events, or the environment, to detect or assess problems.

### Specific Tasks

#### Occupation Specific Tasks:

- Arrange for delivery, assembly, and distribution of supplies and parts in order to expedite flow of materials and meet production schedules.
- Calculate figures such as required amounts of labor and materials, manufacturing costs, and wages, using pricing schedules, adding machines, calculators, or computers.
- Compile and prepare documentation related to production sequences, transportation, personnel schedules, and purchase, maintenance, and repair orders.
- Compile information, such as production rates and progress, materials inventories, materials used, and customer information, so that status reports can be completed.
- Confer with department supervisors and other personnel to assess progress and discuss needed changes.
- Confer with establishment personnel, vendors, and customers to coordinate production and shipping activities, and to resolve complaints or eliminate delays.
- Contact suppliers to verify shipment details.
- Distribute production schedules and work orders to departments.
- Establish and prepare product construction directions and locations, and information on required tools, materials, and equipment, numbers of workers needed, and cost projections.
- Examine documents, materials, and products, and monitor work processes, in order to assess completeness, accuracy, and conformance to standards and specifications.
- Maintain files such as maintenance records, bills of lading, and cost reports.
- Plan production commitments and timetables for business units, specific programs, and/or jobs, using sales forecasts.
- Provide documentation and information to account for delays, difficulties, and changes to cost estimates.
- Record production data, including volume produced, consumption of raw materials, and quality control measures.
- Requisition and maintain inventories of materials and supplies necessary to meet production demands.
- Review documents such as production schedules, work orders, and staffing tables to determine personnel and materials requirements, and material

coding, categorizing, calculating, tabulating, auditing, or verifying information or data.

### Specific Tasks

#### Occupation Specific Tasks:

- Approve bills for payment.
- Calculate costs of orders, and charge or forward invoices to appropriate accounts.
- Check shipments when they arrive to ensure that orders have been filled correctly and that goods meet specifications.
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
- Compare suppliers' bills with bids and purchase orders in order to verify accuracy.
- Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
- Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
- Locate suppliers, using sources such as catalogs and the internet, and interview them to gather information about products to be ordered.
- Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.
- Monitor contractor performance, recommending contract modifications when necessary.
- Monitor in-house inventory movement and complete inventory transfer forms for bookkeeping purposes.
- Perform buying duties when necessary.
- Prepare invitation-of-bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Prepare purchase orders and send copies to suppliers and to departments originating requests.
- Prepare, maintain, and review purchasing files, reports and price lists.
- Respond to customer and supplier inquiries about order status, changes, or cancellations.
- Review requisition orders in order to verify accuracy, terminology, and specifications.
- Track the status of requisitions, contracts, and orders.

### Detailed Tasks



materials requirements, and material priorities.

- Revise production schedules when required due to design changes, labor or material shortages, backlogs, or other interruptions, collaborating with management, marketing, sales, production, and engineering.

#### Detailed Tasks

##### Detailed Work Activities:

- arrange delivery schedules
- compile equipment operational data
- complete record of production
- confer with customer representatives
- confer with engineering, technical or manufacturing personnel
- confer with vendors
- coordinate production materials, activities or processes
- direct and coordinate activities of workers or staff
- estimate materials or labor requirements
- examine documents for completeness, accuracy, or conformance to standards
- examine products or work to verify conformance to specifications
- fill out business or government forms
- maintain inventory of office forms
- maintain records, reports, or files
- manage inventories or supplies
- monitor materials or supplies
- operate business machines
- provide customer service
- read work order, instructions, formulas, or processing charts
- relay information to proper officials
- requisition stock, materials, supplies or equipment
- use computers to enter, access or retrieve data
- use oral or written communication techniques

#### Technology - Examples

##### Accounting software

- Peachtree Premium Accounting for Manufacturing

##### Analytical or scientific software

- KAPES software
- Micro Estimating FabPlan
- MFI Systems Costimator JS

##### Calendar and scheduling software

##### Detailed Work Activities:

- communicate technical information
- compile data for financial reports
- compute financial data
- examine documents for completeness, accuracy, or conformance to standards
- fill out business or government forms
- fill out purchase requisitions
- identify supplier with best bid
- locate sources of supply for purchasing
- maintain account records
- maintain records, reports, or files
- manage inventories or supplies
- obtain information from individuals
- operate calculating devices
- order or purchase supplies, materials, or equipment
- select materials or tools
- use computers to enter, access or retrieve data
- use telephone communication techniques
- verify data from invoices to ensure accuracy
- write business correspondence

#### Technology - Examples



- Workbrain Employee Scheduling

#### Data base reporting software

- InetSoft software

- Tuppas software

#### Enterprise resource planning ERP software

- Epicor Vantage

- Exact Software Macola ES

- Geac MPC Production

- Maynard PlanStaff Manager (enterprise resource planning ERP feature)

- MicroStrategy Report Services

- PRONTO XI

- SAP software

- SYSPRO software

#### Financial analysis software

- Cost estimation software

#### Human resources software

- Maynard PlanStaff Manager (human resources feature)

- Questek Humanis

#### Industrial control software

- Honeywell Wintress PACNet

#### Inventory management software

- Accvision ABMS

- iCode Everest

- RyTech Inventory Control Software

#### Materials requirements planning logistics and supply chain software

- ABB Production Planning software

- ADi SmartBOL

- Applied Software Technologies Asset Maintenance and Materials Management System

- Asprova software

- Bills of lading software

- Concept 3000 software

- Creo Synapse Upfront

- DM2 Bills of Lading Software



- eLading Bill of Lading Software
- Enterprise Logix software
- ERP INDUSTRIOS Material Planning
- Factory Edge MRP
- Giraffe Production Systems software
- Ingenious ProPlan
- Ingenious ProSched
- InteProc Material Requirements Planning
- Interwave Technology RS Bizware Scheduler
- Lamar Info Net
- LSA Visual DBR
- LSA Visual Easy Lean
- Made2Manage Supply Chain Management
- Niku Clarity
- Oracle Flow Manufacturing
- Oracle Manufacturing Scheduling
- Pelion manufacturing process optimization MPO software
- Pivotal Z Prestige Scheduler
- PMC KanbanSIM
- Preactor APS
- Preactor Finite Capacity Scheduling
- Production scheduling and planning software
- RSS Solutions NaView
- Sage MAS 90
- Sage Timberline Office software
- Stratford Group INMASS/MRP
- Waterloo Hydrogeologic TACTIC
- Procurement software
- Aestiva Purchase Order
- Spreadsheet software
- Microsoft Excel
- Time accounting software
- Work Technology WorkTech Time



- Workbrain Time and Attendance

Word processing software

- Microsoft Word

#### Tools - Examples

- Desktop computers
- Notebook computers
- Personal computers
- Scanners

### Labor Market Comparison

Description	Production, Planning, and Expediting Clerks	Procurement Clerks	Difference
Median Wage	\$ 38,490	\$ 33,300	\$( 5,190)
10th Percentile Wage	\$ 27,320	\$ 22,760	\$( 4,560)
25th Percentile Wage	N/A	N/A	N/A
75th Percentile Wage	\$ 47,000	\$ 41,460	\$( 5,540)
90th Percentile Wage	\$ 57,580	\$ 47,510	\$( 10,070)
Mean Wage	\$ 40,730	\$ 33,970	\$( 6,760)
Total Employment - 2007	1,320	N/A	N/A
Employment Base - 2006	1,287	251	-1,036
Projected Employment - 2016	1,279	247	-1,032
Projected Job Growth - 2006-2016	-0.6 %	-1.6 %	-1.0 %
Projected Annual Openings - 2006-2016	35	5	-30

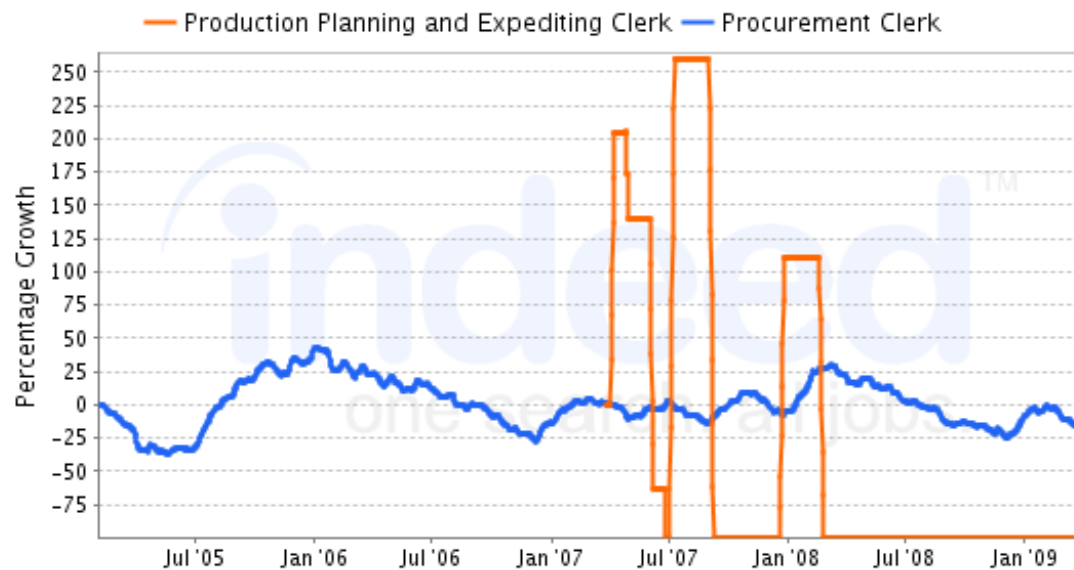
### National Job Posting Trends

Trend for Production, Planning, and Expediting Clerks

Trend for  
Procurement  
Clerks



### Job Trends from Indeed.com



Data from [Indeed](http://Indeed.com)

### Recommended Programs

#### General Office/Clerical and Typing Services

General Office Occupations and Clerical Services. A program that prepares individuals to provide basic administrative support under the supervision of office managers, administrative assistants, secretaries, and other office personnel. Includes instruction in typing, keyboarding, filing, general business correspondence, office equipment operation, and communications skills.

Institution	Address	City	URL
Northern Maine Community College	33 Edgemont Dr	Presque Isle	<a href="http://www.nmcc.edu">www.nmcc.edu</a>

### Maine Statewide Promotion Opportunities for Production, Planning, and Expediting Clerks

O*NET Code	Title	Grand TORQ	Job Zone	Employment	Median Wage	Difference	Growth	Annual Job Openings
43-5061.00	Production, Planning, and Expediting Clerks	100	2	1,320	\$38,490.00	\$0.00	-1%	35
43-4011.00	Brokerage Clerks	90	3	270	\$39,120.00	\$630.00	-13%	8
13-1023.00	Purchasing Agents, Except Wholesale, Retail, and Farm Products	90	3	920	\$45,210.00	\$6,720.00	-2%	21
13-2053.00	Insurance Underwriters	89	3	460	\$56,090.00	\$17,600.00	-1%	12
43-6011.00	Executive Secretaries and Administrative Assistants	89	3	3,330	\$38,830.00	\$340.00	6%	76



13-1072.00	Compensation, Benefits, and Job Analysis Specialists	87	4	770	\$43,900.00	\$5,410.00	8%	23
13-1051.00	Cost Estimators	87	4	750	\$44,990.00	\$6,500.00	14%	25
43-5011.00	Cargo and Freight Agents	87	2	170	\$40,360.00	\$1,870.00	5%	5
11-9131.00	Postmasters and Mail Superintendents	87	3	420	\$55,200.00	\$16,710.00	-5%	10
19-3021.00	Market Research Analysts	86	4	200	\$49,960.00	\$11,470.00	3%	2
23-2011.00	Paralegals and Legal Assistants	86	3	1,010	\$40,260.00	\$1,770.00	15%	30
11-3031.02	Financial Managers, Branch or Department	86	4	2,440	\$67,670.00	\$29,180.00	7%	58
11-9141.00	Property, Real Estate, and Community Association Managers	86	3	390	\$43,920.00	\$5,430.00	14%	19
13-1031.01	Claims Examiners, Property and Casualty Insurance	86	3	1,570	\$49,360.00	\$10,870.00	3%	44
13-2021.01	Assessors	86	3	390	\$41,840.00	\$3,350.00	8%	20

### Top Industries for Procurement Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Federal government, excluding postal service	919999	18.66%	14,519	12,352	-14.92%
Management of companies and enterprises	551100	5.35%	4,159	4,794	15.28%
General medical and surgical hospitals, public and private	622100	5.24%	4,074	4,510	10.71%
Elementary and secondary schools, public and private	611100	4.08%	3,176	3,347	5.38%
Colleges, universities, and professional schools, public and private	611300	3.27%	2,546	2,849	11.87%
Local government, excluding education and hospitals	939300	2.64%	2,057	2,311	12.34%
Building material and supplies dealers	444100	2.11%	1,640	1,887	15.01%
Grocery and related product wholesalers	424400	1.79%	1,392	1,522	9.35%
Employment services	561300	1.55%	1,205	1,525	26.57%
State government, excluding education and hospitals	929200	1.42%	1,106	977	-11.69%
Grocery stores	445100	1.36%	1,062	1,159	9.11%



Wholesale electronic markets and agents and brokers	425100	1.22%	951	971	2.13%
Miscellaneous nondurable goods merchant wholesalers	424900	1.12%	874	855	-2.15%
Junior colleges, public and private	611200	1.11%	865	860	-0.56%
Self-employed workers, secondary job	000602	1.07%	831	744	-10.40%

### Top Industries for Production, Planning, and Expediting Clerks

Industry	NAICS	% in Industry	Employment	Projected Employment	% Change
Management of companies and enterprises	551100	3.08%	9,023	10,402	15.28%
Aerospace product and parts manufacturing	336400	2.55%	7,452	7,590	1.84%
Warehousing and storage	493100	2.49%	7,296	9,745	33.57%
Motor vehicle parts manufacturing	336300	2.48%	7,273	5,790	-20.39%
Postal service	491100	2.25%	6,581	6,700	1.80%
Advertising and related services	541800	2.10%	6,149	6,938	12.83%
Printing and related support activities	323100	2.06%	6,024	4,773	-20.77%
General medical and surgical hospitals, public and private	622100	2.02%	5,909	6,541	10.71%
Semiconductor and other electronic component manufacturing	334400	1.89%	5,527	4,831	-12.59%
Wired telecommunications carriers	517100	1.75%	5,133	4,030	-21.49%
Navigational, measuring, electromedical, and control instruments manufacturing	334500	1.75%	5,130	4,912	-4.26%
Federal government, excluding postal service	919999	1.73%	5,061	4,784	-5.47%
Plastics product manufacturing	326100	1.67%	4,880	5,172	6.00%
Management, scientific, and technical consulting services	541600	1.63%	4,761	8,500	78.52%
Employment services	561300	1.27%	3,724	4,713	26.56%